

## VENDOR UPDATE

### Winter 2012

A Publication of the Maryland WIC Program  
Maryland Department of Health and Mental Hygiene, Family Health Administration  
Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary



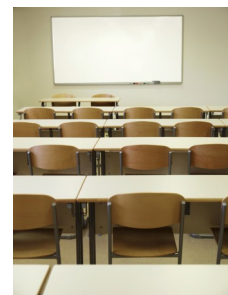
### VENDOR SHELF PRICES

Beginning with calendar year 2012, the Maryland WIC Program will require the submission of Vendor Shelf Price every six months instead of quarterly. The submission schedule will be April 1<sup>st</sup> and October 1<sup>st</sup>. Remember that failure to submit shelf prices by the requested date is a violation of COMAR 10.54.03.15B(1)(p) and can result in a one year suspension of a vendor's WIC authorization. If you have any questions, please contact Mr. Siwon Lee at 410-767-5433, Tiasha Taylor at 410-767-3519, or call 1-800-242-4WIC (4942) toll free.



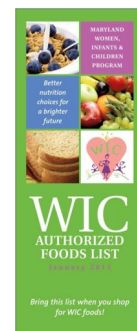
### ANNUAL VENDOR TRAINING

Annual Vendor Training sessions were conducted in October for all WIC authorized vendors. If your store missed the sessions, you will be notified of the makeup date. Chains that had a corporate representative in attendance are considered to have satisfied the annual training requirement. If you have any questions, please contact James A. Butler at 410-767-5258 or call toll free 1-800-242-4WIC (4942).



### 2011 WIC AUTHORIZED FOODS LIST

Please be advised that the January 2011 WIC Authorized Foods List remains in effect for 2012. We will advise you when there are definitive plans to issue a revision. If you have questions about the food list or require additional copies for your store, please contact Mr. Siwon Lee at 410-767-5433, Tiasha Taylor at 410-767-3519, Maura Shea at 410-767-5251, or call toll free 1-800-242-4WIC (4942).



### NEW STORE LOCATIONS

WIC vendor authorization procedures are governed by Code of Maryland Regulations 10.54.03.04 (COMAR). A key component of this process is the on-site review. Under COMAR 10.54.03.08, the WIC Program must conduct an **unscheduled** on-site review of a vendor applicant's store within 60 days of receipt of an application to ensure that the store meets the requirements for authorization. We cannot assure that WIC authorization will be possible for applications received close to the grand opening date. If you are planning to open a new store, please coordinate the application process with this office by submitting your application at least 30 days in advance of the opening so that every effort can be made to accommodate your needs. If you have any questions, please contact Mr. Siwon Lee at 410-767-5433, Tiasha Taylor at 410-767-3519, Maura Shea at 410-767-5251, or call toll-free 1-800-242-4WIC (4942).



## NEW STAFF

Maura Shea joined the Maryland WIC Program's Vendor Authorization and Program Support Unit in December. Maura brings over 9 years of customer service experience in the private sector to the Program. She holds a Bachelor of Science degree in education from Towson University. Maura will function as a Vendor Authorization and Training Specialist. She can be reached at 410-767-5251 or by email at [mkshea@dhhm.state.md.us](mailto:mkshea@dhhm.state.md.us). Welcome to the WIC team, Maura!



## MOVING OR SELLING YOUR STORE?

If you are moving or selling your store, please notify the Maryland WIC Program at least 15 days in advance. **Selling your store does not transfer your WIC authorization!** The new owner must apply to the Maryland WIC Program for authorization. You are also required to return your WIC vendor stamps to the Maryland WIC Program. If you are planning to sell or relocate your store, or have any other questions, please contact Mr. Siwon Lee at 410-767-5433, Tiasha Taylor at 410-767-3519, Maura Shea at 410-767-5251, or 1-800-242-4WIC (4942) toll free.



## WIC VENDOR UNIT STAFF DIRECTORY

Below are the names and contact information for the WIC Vendor Unit. Please feel free to contact us if you have questions or needs:

James A. Butler, Vendor Unit Chief  
410-767-5258, [butlerj@dhhm.state.md.us](mailto:butlerj@dhhm.state.md.us)

Siwon Lee, Vendor Authorization and Training Supervisor  
410-767-5433, [slee@dhhm.state.md.us](mailto:slee@dhhm.state.md.us)

Tiasha Taylor, Vendor Compliance and Training Specialist  
410-767-3519, [ttaylor@dhhm.state.md.us](mailto:ttaylor@dhhm.state.md.us)

Maura K. Shea, Vendor Authorization and Training Specialist  
410-767-5251, [mkshea@dhhm.state.md.us](mailto:mkshea@dhhm.state.md.us)



*The Vendor Update is a publication of the Maryland WIC Program.*

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